

**Central Colorado Regional Airport
Board Meeting Minutes
January 4, 2010**

- 1. The meeting was called to order at 6:32 pm by Chairman Mal Sillars.**
- 2. Attendees: Board Members Cal Anderson, Tom Bell, Bob Freed, Cherie Haarberg and Mal Sillars; Cara Russell, Mayor; Christine DeChristopher, Treasurer; Keith Baker and Duff Lacy, Trustees; Bob Johnson, Airport Operations Specialist; Mark Muller, Bud McBroom, Roger Bloomfield and Dave Randall.**
- 3. Changes to the agenda were approved by the Board members.**
- 4. Approved minutes from December 7, 2009 Board meeting. Mal Sillars felt that the three letters submitted by Lee Lechner, Larry Lechner and Tom Moore needed to be addressed. The letters will be attached to the minutes of the December meeting with a note that these letters do not reflect the opinions of the Airport Board members. Future agendas may include response time to private opinions submitted.**
- 5. Public Comments. None.**
- 6. Financial Report by Christine DeChristopher, Treasurer: Christine submitted a detailed Revenue and Expense spreadsheet for the Airport Enterprise Fund, which included a Balance Sheet and a Monthly Summary of Airport Sales. She reminded the Board that the December figures have not been completed as of this report. Page 1 shows actual revenue versus the budget, Page 2 shows the income statement and Page 3 of her report shows figures for this year, last year and the variance so that comparisons are easily made from year to year. She stated that only the gas sales can be accrued on a monthly basis. After explaining the report, she asked if this data was satisfactory to the Board and if the Board would advise her of any other data that should be included. Keith Baker asked if anything we were doing at the airport is putting us in jeopardy of losing any grants, to which Christine stated "no." Mal mentioned that Keith may be referring to the FAA audit of last summer that still has some open items for compliance which are in progress. Sue Boyd has previously stated that the FAA appears to be satisfied that we are working**

on the items. Mark Muller asked if there is one point of contact at the airport for grants and oversight of funding. Christine advised that Sue Boyd is the point of contact. Keith also mentioned that George Mandes visited with him requesting a financial statement regarding his hangar revenues. Christine stated she provided George with figures in December. Mark Muller stated he had previously asked Sue Boyd for financials and he noted that it took a very long time to receive them. He had the understanding that Sue was the point of contact for this information and now knows that Christine is the person to call. Christine stated that she can provide financial reports to the Board and once the Town's new computer system is in place, she will be able to customize the reports more than she is currently able to do. She would like to have a packet that we all agree upon and is willing to provide a pdf file to the Board so that it could be included in the agenda. Mal was thankful that Christine will be able to do this and Cherie thanked her for her work on these reports. The Board needs to provide any additional comments and input to Christine so that we can have a financial package that is acceptable to all.

7/8. Airport Activities Report & Comments by Airport Manager/Town Administrator: Sue Boyd was not present at the meeting. Mal stated that fuel activity should have increased for December. Christine stated that we are approximately 14% down in fuel sales for the year; however, she does not have the final figures for the month of December.

9. Old Business

- A. RTA – terminal work – status:** Bob Johnson advised that RTA will be here at 3:30 on January 6th regarding bid proposals.
- B. Hangar Development/Ground Lease Package:**
Per Mal, the ground lease package is still in progress; we are coming upon two years for this process to be approved.

10. New Business:

- A. Fire Truck:** Christine DeChristopher stated that the Fire Department is applying for a grant to replace their fire truck, which could possibly lead to placing the old truck at the airport. However, the biggest concern is a place to

store the truck out of the weather elements. The best option would be to request money for this on the CIP which is due this spring. Another option would be renting a private structure for housing the fire truck until a place is available at the airport. Other options were brought up by Cara Russell including the possibility of other town agencies wishing to share grants. Mark Muller stated that the Mandes hangar could be appropriate for storing the fire truck with minimal impact. Christine reminded the Board that this request must be included in the CIP in April in order for the Airport to obtain grants. Mark Muller asked if there is any one person dedicated to looking for airport grants specifically, which would be very beneficial. Cara stated that the Town does not have the money to fund a person to lobby for grants for the Town in general.

B. Fencing: The issue of locating the fencing paid for through a previous grant is still open. Sue Boyd is working on this.

C. Snow Plow: Mal asked if the snow plow was being repaired. Christine stated that it is in progress; however, the wrong radiator was sent and it has been very difficult to find the right radiator for the plow. Roger Bloomfield stated that he had serious concerns regarding plowing of snow. He had believed that the airport was responsible for plowing the snow in front of his hangar and the fact that it was not plowed during the last storm caused a great inconvenience for him. He would like to see this issue resolved.

D. Additional Topic: Mal stated that the credit card system had malfunctioned and Bob Johnson reported that he had it functioning again. They are currently working on updating the program to assure that 100% security is obtained.

11. Board and staff comments: Work Session with the Town Trustees is scheduled for January 11th. Mal presented the draft power point presentation to the Airport Board for discussion, comments and corrections.

12. Meeting was adjourned.